



University of Southampton Students' Union

Constitution of: Southampton University Symphonic Wind Orchestra

1. Adoption of the Constitution

This unincorporated association and its property shall be managed and administered in accordance with this Constitution.

2. Name

The association's name is Southampton University Symphonic Wind Orchestra, to be known as SUSWO and hereinafter 'the Group'.

3. Objects

The objectives of the Group, 'the objects', are:

To perform concerts or musical excursions throughout the academic year

To perform a variety of musical repertoire that challenges and excites Members.

To perform to the highest possible standard by organising rehearsals, sectionals, and master classes where relevant

To provide a diverse and inclusive environment for musicians to thrive in and build friendships.

To organise numerous varied socials that are inclusive for all Members of the orchestra.

To have an annual tour taking Members to culturally rich and interesting areas of the world

To provide musical entertainment to the University and local community, and to maintain and enhance the reputation of Southampton University and Southampton University Students' Union in all that we do.

4. Membership

(1) Membership is open to natural persons and is not transferable to anyone else.

(2) Membership is constituted in the following categories:



- (a) Full, open only to Full Members of the Students' Union.
 - (b) Associate, open to Associate and Temporary Members of the Students' Union, and to those students at the University who have exercised their right not to be Members of the Students' Union.
- (3) Only Full Members are entitled to be elected to the Committee, or to propose, discuss and vote at a General Meeting. These are the sole privileges afforded to the Full Members over any other category of Membership.
 - (4) The Group may charge a fee for admission to Membership, which may be set by a Meeting of the Committee.
 - (5) The Committee must keep a register of Members ('the register') on the Student Groups Hub provided by the Students' Union at www.unionsouthampton.org.
 - (6) The Committee may only refuse an application for Membership if, acting reasonably and properly, they consider it to be in the best interests of the Group to refuse the application.
 - (7) Membership is terminated if:
 - (a) the Member resigns by written notice to the Committee.
 - (b) any sum due from the Member to the Group is not paid in full within six months of it falling due.
 - (c) a Member ceases to be qualified for their category of Membership.
 - (d) Membership is revoked by a resolution of the Members in General Meeting or a Meeting of the Committee, in accordance with Clause 18, 'Disciplinary Action'.

5. General Meetings

- (1) The General Meeting constitute the Group's highest decision-making body, subject to the provisions of this Constitution.
- (2) The Group must hold an Annual General Meeting (AGM) in each academic year and not more than fifteen months may elapse between successive AGMs.
- (3) A General Meeting that is not an Annual General Meeting is called an Extraordinary General Meeting (EGM).



- (4) The Committee may call an Extraordinary General Meeting at any time.
- (5) The Committee must call an Extraordinary General Meeting if requested to do so in writing by at least five Full Members of the Group.
 - (a) The Members' written request must state a complete agenda for the EGM.
 - (b) If the Committee does not hold an EGM within five days of their receipt of the Members' written request, the Members may proceed to hold an EGM in accordance with Clause 6, 'Proceedings of General Meetings'.

6. Proceedings of General Meetings

- (1) Notice:
 - (a) The minimum period of notice required to hold an Annual General Meeting is ten days. The minimum period of notice required to hold an Extraordinary General Meeting is three days.
 - (b) The notice must specify the date, time and place of the General Meeting, and an agenda for the General Meeting.
 - (c) If the General Meeting is to be an AGM, the notice must say so, and must invite nominations in accordance with Clause 9, 'Appointment of the Committee'.
 - (d) Notice must be given to all Members and to the Committee.
- (2) Chairing:
 - (a) General Meetings shall usually be chaired by the person who has been elected as President.
 - (b) If there is no such person or he or she is not present within fifteen minutes of the time appointed for the General Meeting, the Full Members present must elect one of their number to chair.
- (3) Associate Members may speak at General Meetings with the permission of the meeting.
- (4) Voting:



- (a) Every Full Member present at a General Meeting, with the exception of the Chair, shall be entitled to one vote upon every voting matter. In the case of an equality of votes, the Chair shall have a casting vote.
 - (b) Decisions may only be made by at least a simple majority of votes at a quorate General Meeting.
 - (c) All voting shall be by a show of hands or secret ballot, at the discretion of the Chair.
 - (d) There shall be no absentee voting.
- (5) Minutes:
- (a) Minutes must be taken of all proceedings at a General Meeting, including the decisions made and where appropriate the reasons for the decisions.
 - (b) Minutes of a General Meeting shall be made available to all Members within seven days.
- (6) Reports:
- (a) If the General Meeting is an AGM, the Chair may invite any of the Committee to offer a report of their activities whilst in office.
 - (b) The Treasurer must present the Group's accounts to the Members at the AGM.
- (7) Resolutions:
- (a) Any Full Member may propose a resolution to be discussed and voted upon at a General Meeting.

7. Officers and the Committee

- (1) The Group and its property shall be administered and managed by a Committee comprising the officers appointed in accordance with Clause 9, 'Appointment of the Committee'.
- (2) The Group shall have the following officers:
 - (a) President. The President shall oversee the organisation and management of the Group and the Committee as a whole; ensure the officers'



accountability to Members, the Committee, and the Students' Union; and represent the Group to all external interests. The President can appoint any member of the committee to help him or her undertake their duties. The President also is the default chair of any meetings that the society or committee undertake. Each year at the Annual General Meeting the President shall present a report of his or her time running the society, highlight activities and achievements of the society.

- (b) Vice President. The Vice President shall help oversee the organisation and complete tasks to help the President run the society. The Vice President must also be prepared to take on the role of Acting President in the temporary absence or inability of the President to fulfil his or her duties. He or she will also offer an alternative point of contact for the committee and the orchestra Members, as well as act as the Welfare Officer of the society.
- (c) Orchestral Manager. The Orchestral Manager shall book all rehearsal rooms, venues, and instruments that the society needs to perform its objectives. Whilst not a requirement being a music student is an advantage to being Orchestral Manager as they can access the music building and store cupboards.
- (d) Treasurer. The Treasurer shall oversee the financing of the Group, set the Group's budget, and maintain the accounts and expenditure of the Group. A yearly

report at the Annual General Meeting will be provided by the Treasurer on spending, income, and the overall state of the societies finances.

- (e) Secretary. The Secretary shall oversee the administration of the Group, take minutes at General Meetings and Meetings of the Committee, and maintain the register, as well as make the cake and committee rotas.
- (f) Publicity Officer. The Publicity Officer shall communicate the Group's activities to Members and the Students' Union, and lead on the organisation of the Group's democratic processes.
- (g) Librarian. The Librarian shall organise all of the music that the society needs to perform its objectives. This involves buying new music, with the



committee and treasures' permission, and organising the music into relevant folders.

- (h) **Tour Secretary.** The Tour Secretary shall organise the annual tour for the society. They, with the consultation of the committee and any other society's Tour Secretary or Committee, shall choose the location of the tour, organise all relevant details and activities. Such as; filling tour spaces, confirming concerts, hiring venues, planning daytime and night-time activities, handling tour finances, with the assistance of the Treasurer and handling any situations that could arise on the tour. The role of Tour Secretary can also be filled by a pair if they choose to run together.
 - (l) **Social Secretary.** The Social Secretary shall provide social and cultural pursuits for the Group's Members on a smaller scale, such as nights out. The social Secretary shall aim to provide activities to help build friendships within the society, these activities must cater to all the Members, i.e. drinkers or non-drinkers. The Social Secretary's role may be undertaken by a pair if they choose to run together.
- (3) No one may be appointed a member of the Committee if he or she has been disqualified from becoming a member of the Committee under the provisions of Clause 18, 'Disciplinary Action'.
- (4) The number of the Committee must not be less than three, though is not subject to any maximum. There must always be:
- (a) a President;
 - (b) a Treasurer;
 - (c) a Welfare officer.
- (5) **Welfare Officer**
- (a) The Welfare officer shall provide welfare for the Group's Members
 - (b) One Welfare Officer will be elected out of the new chosen committee at the AGM, by a quorate vote of full members. Another will be chosen by the President following this meeting.



- (6) An officer or ordinary member of the Committee shall cease to hold office if he or she:
 - (a) ceases to be a Full Member of the Group.
 - (b) resigns by notice to the Group, or
 - (c) is removed from office by a resolution of the Members in General Meeting

or a Meeting of the Committee, in accordance with Clause 18, 'Disciplinary Action'.

8. Meetings of the Committee

- (1) The Committee may regulate their proceedings as they think fit, subject to the provisions of this Clause.
- (2) Any member of the Committee may request a Meeting of the Committee.
- (3) A Meeting of the Committee must be called if requested by a member of the Committee.
- (4) Meetings of the Committee shall usually be chaired by the person who has been elected as President.
- (5) The quorum for a Meeting of the Committee shall be three Members of the Committee.
- (6) No decision may be made by a Meeting of the Committee unless a quorum is present at the time the decision is made.
- (7) Every member of the Committee, with the exception of the Chair, shall be entitled to one deliberative vote upon every voting matter. In the case of an equality of votes, the Chair shall have a casting vote.
- (8) Decisions may only be made by at least a simple majority of votes at a quorate Meeting of the Committee.
- (9) There shall be no absentee voting.



- (10) Minutes must be taken of all proceedings at a Meeting of the Committee, including the decisions made.

9. Appointment of the Committee

- (1) The Full Members of the Group in General Meeting shall appoint the officers and ordinary Members of the Committee by election.
 - (a) Elections for the Committee shall be held at an Annual General Meeting. By-elections for vacant offices shall be held at an Extraordinary General Meeting.
 - (b) A First-Past-The-Post system shall be used for all elections.
 - (c) In all elections Re-Open Nominations, 'RON', shall be a candidate. An election yielding a result of RON shall be re-run as a by-election.
- (2) The count for elections shall be conducted publicly by the Chair of the General Meeting, who must do so accurately. Should the Members in General Meeting be dissatisfied with the accuracy of the count, they may resolve as a Point of Order to have the election re-counted or, if they remain dissatisfied, re-run as a by-election.
- (3)
 - (a) A member of the Committee shall assume office with effect from the conclusion of the General Meeting of his or her appointment.
 - (b) A member of the Committee shall retire with effect from the conclusion of the AGM next after his or her appointment but shall be eligible for re-election at that AGM.
- (4) The Committee must update their committee information on the Student Groups Hub provided by the Students' Union at www.unionsouthampton.org (or failing that inform the Students' Union's Student Groups Officer) within seven days.
- (5) A retiring member of the Committee must transfer all relevant information and documentation to his or her newly-elected counterpart, or to the President, within

fourteen days.



10. Musical Director

- (1) The role of the Musical Director is to lead the orchestra through rehearsals and fully prepare the society for concerts. Means of preparation can include, but are not exclusive to:
 - a) Rehearsals
 - b) Sectionals, led by the Musical Director, Assistant Conductor or a Section Principal.
 - c) All day rehearsals
 - d) Masterclasses with professionals
- (2) The Musical Director is expected to make most rehearsals, unless for personal or physical reasons meaning the Musical Director cannot be at the rehearsal.
- (3) The Musical Director has input on the choice of repertoire; however, the ultimate decision is with the President of the society.
- (4) The Musical Director is to be chosen by the committee of the society, through an open audition. The orchestra Members are entitled to vote for their preferred Musical Director and the society committee are expected to use the vote in their final decision.
- (5) The Musical Director is expected to be experienced and capable of leading the society to help the society reach, and where possible exceed, its full potential.
- (6) The Musical Director must have a signed contract, as well as agree to a moral code that is up to the committee to decide.
- (7) The Musical Director is not required to join the orchestral tour. If the Musical Director is absent for the tour, then a suitable replacement can be chosen by the committee for the duration of the tour. This replacement and the Musical Director are expected to fully prepare the society for the tour as to represent the society and SUSU as best it can.

11. Assistant Conductor

- (1) The role of the Assistant Conductor is to assist in the preparing of the society for concerts. He or she is expected to run the orchestra if the Musical Director is unable to make a rehearsal or is late.



- (2) The Assistant Conductor is expected to conduct at least one piece per academic term and perform it in the termly concert.
- (3) Like the Musical Director, the Assistant Conductor can provide input into the choice of repertoire, especially the piece he or she is performing.
- (4) The Assistant Conductor is chosen by the committee after an open audition, where the orchestra Members vote.
- (5) The Assistant Conductor's election shall be in the Summer term, and the position lasts from the Winter term of the next academic year until the end of the academic year.

12. Membership Expectations

- (1) The Members of the orchestra are expected to practice in their own time their orchestral parts, to fully prepare for the concert in order to represent SUSWO and SUSU favourably.
- (2) Members, when absent, are expected to inform the Secretary, so he or she can mark the register so that appropriate measures can be made to ensure the productivity of the

orchestra/rehearsal does not suffer from this absence.

- (3) A member is to attend at least 75% of the rehearsals each term. Failing to do so, without just reason, would be considered a breach of the membership expectations and make them liable to disciplinary action, in accordance with clause 18, 'Disciplinary Action'. Equally, failing to notify the Secretary of absence will result in a warning and further disciplinary action if they continue violating the membership expectations.
- (4) Members are expected to make every effort to attend all rehearsals and all concerts. If this is not possible, they should give sufficient warning, particularly in the event of absence from a concert.
- (5) Members are expected to treat each other in a positive way, as in is line with the groups' objective of 'providing an inclusive environment'.

13. Financial Management



- (1) The Committee are jointly liable for the proper management of the Group's finances.
- (2) The income and property of the Group must be applied solely towards the promotion of the objects.
- (3) The Members of the Committee are entitled to be reimbursed from the property of the Group or may pay out of such property only for reasonable expenses properly incurred by him or her when acting on behalf of the Group.
- (4) The accounts of the Group, as maintained by the Treasurer, must be made available to the Students' Union upon request.

14. Irregularities and Saving Provisions

- (1) Subject to sub-clause (2) of this Clause, all acts done by a Meeting of the Committee shall be valid notwithstanding the participation in any vote of a member of the Committee:
 - (a) who was disqualified from holding office.
 - (b) who had previously retired or who had been obliged by this Constitution to vacate office.
 - (c) who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise.
- (2) Sub-clause (1) of this Clause does not permit a member of the Committee to keep any benefit that may be conferred upon him or her by a resolution of the Committee if the resolution would otherwise have been void, or if the Committee has not complied with Clause 17, 'Conflicts of Interests and Conflicts of Loyalties'.
- (3) The Members in General Meeting may only invalidate, as a Point of Order, a resolution or act of:
 - (a) the Committee;
 - (b) the Members in General Meeting;if it may be demonstrated that a procedural defect in the same has materially prejudiced a Member of the Group.



15. Auditions

- (1) All Members of the orchestra are expected to be auditioned, including committee, each academic year. The President however, only auditions for seating, not a place in the

orchestra.

- (2) The choice of who is in the orchestra should be based upon their audition, standard of playing and their orchestral experience.
- (3) Auditions should be openly available to anyone with a university Membership.
- (4) The panel that selects the members of the orchestra should consist of the President, the Musical Director and the Assistant Musical Director. In the absence of one of these parties the a suitable committee member should replace them.
- (5) Auditions are to be held just before the new academic year starts.
- (6) The size of the orchestra, and therefore number of Members, is up to the committee.

16. Tour

- (1) The Tour Secretaries are to prepare a cost-effective tour that provides Members with a variety of experiences.
- (2) Tour positions are open to all Members of the society and should be allocated as first come first served
- (3) The exception being the Assistant Musical Director and President, or acting President and acting Assistant Musical Director, who are guaranteed a position on tour.
- (4) Whilst the tour secretaries run and plan the tour, the ultimate choice of location, activities and power on tour resides with the President.
- (5) Members are expected to best represent SUSU and SUSWO whilst on tour, especially when performing.



- (6) Principal players have a priority period for requesting tour places, as the annual tour is meant to represent the best of the orchestra.

17. Conflicts of Interests and Conflicts of Loyalties

- (1) A member of the Committee must:
- (a) declare the nature and extent of any interest, direct or indirect, which he or she has in any decisions of a Meeting of the Committee or in any transaction or arrangement entered into by the Group which has not been previously declared;
 - (b) absent himself or herself from any discussions of the Committee in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Group and any personal interest, including but not limited to any personal financial interest.
- (2) Any member of the Committee absenting himself or herself from any discussions in accordance with this Clause must not vote or be counted as part of the quorum in any decision of the Committee on the matter.

18. Disciplinary Action

- (1) Disciplinary action may be taken against any Member of the Group as a consequence of conduct:
- (a) detrimental to the reputation of the Group or the Students' Union.
 - (b) opposed to the objects of the Group (see clause 2) or the Students' Union.
 - (c) in contravention of any provision of this Constitution.
- (2) Disciplinary action that may be taken against any Member may be, but is not limited to:
- (a) issue of a formal written warning.
 - (b) partial or total ban from certain Group activities.
 - (c) disqualification from becoming a member of the Committee.



- (d) removal of a member of the Committee from office.
 - (e) temporary or permanent revocation of Membership.
 - (f) referral of the complaint to the Students' Union's Disciplinary Committee.
- (3) It is the right of the subject of the complaint to choose to have the disciplinary matter heard by either the Members in General Meeting, or a Meeting of the Committee. Either shall have the power to take disciplinary action, including but not limited to those measures set out in paragraphs (a) – (f) inclusive in sub-clause (2) of this Clause.
- (4) Any disciplinary hearing must be conducted in an impartial, balanced, and fair manner, considering all representations on the matter.
- (5) All disciplinary action must be subject to prior discussion with the Students' Union's Student Groups Officer.
- (6) Members subject to disciplinary action have the right of appeal to the Students' Union's Student Groups Committee.
- (7) A full report of all disciplinary action taken by the Group in the previous year must be presented at the AGM.

19. Affiliation to External Organisations

- (1) The Group may only become an affiliate of an external organisation if:
- (a) the aims of that organisation are in line with those of the Group;
 - (b) the Members derive a direct benefit from the affiliation;
 - (c) no Policy of the Students' Union is breached by the affiliation.
 - (d) a resolution to affiliate is passed by the Members in General Meeting.
- (2) The Group's affiliation to an external organisation shall immediately lapse:
- (a) at the conclusion of each Annual General Meeting after affiliation unless the Members in General Meeting resolve to re-affiliate at each AGM in accordance with sub-clause (1) of this Clause.
 - (b) if a resolution to disaffiliate is passed by the Members in General Meeting.



- (3) All external affiliations and disaffiliations must be reported to the Students' Union's Student Groups Committee within seven days.
- (4) For the avoidance of doubt, the Students' Union is not an external organisation for the purposes of this Clause.

20. Amendment to the Constitution

- (1) The Group may amend any provision contained in this Constitution provided that:
 - (a) amendments do not:
 - (i) alter the objects in such a way that undermines or works against the previous objects of the Group;
 - (ii) retrospectively invalidate any prior act of the Members in General Meeting or a Meeting of the Committee;
 - (b) a resolution to amend a provision of this Constitution is passed by at least a two-thirds majority of the Full Members present at a General Meeting.
 - (c) a copy of the resolution amending this Constitution is sent to the Students' Union within seven days of it being passed.
 - (d) the resolution is ratified by the Students' Union's Student Groups Committee.
- (2) The interpretation of this Constitution shall be with the Committee, except that during a General Meeting or a Meeting of the Committee the Chair shall have this responsibility. The Members in General Meeting may resolve to revise any interpretation made by the Committee or a Chair as a Point of Order.
- (3) The provisions of this Constitution shall be subordinate to those of the Articles, Rules, By-Laws and Policies of the Students' Union.
- (4) The Committee and the Students' Union shall retain a copy of this Constitution, which the Committee must make available to Members upon request.

21. Dissolution



- (1) If the Members resolve to dissolve the Group, the Committee will remain in office and be responsible for winding up the affairs of the Group in accordance with this Clause.
- (2) A resolution to dissolve the Group must be passed by at least a two-thirds majority of the Full Members present at a General Meeting.
- (3) The Committee must collect in all the assets of the Group and must pay or make provision for all the liabilities of the Group.
- (4) The Committee must apply any remaining property or money:
 - (a) directly for the objects;
 - (b) by transfer to any Group or Societies for purposes the same as or similar to the Group;
 - (c) in such other manner as the Students' Union's Student Groups Committee may approve in writing in advance.
- (5) The Members may pass a resolution before or at the same time as the resolution to dissolve the Group specifying the manner in which the Committee are to apply the remaining property or assets of the Group. The Committee must comply with such a resolution if it is consistent with the provisions of this Clause.
- (6) In no circumstances shall the net assets of the Group be paid to or distributed among the Members of the Group.
- (7) The Committee must ensure the register and all other data held by the Group are securely destroyed upon the dissolution of the Group.
- (8) The Committee must notify the Students' Union within seven days that the Group has been dissolved. If the Committee are obliged to send the Group's accounts to the Students' Union for the accounting period which ended before its dissolution, they must send the Students' Union the Group's final accounts.

22. Interpretation

In this Constitution:

- (1) 'The University' means 'the University of Southampton'.



- (a) 'University term' and 'academic year' have the definitions set out in the University Calendar and Almanac.
- (2) 'Financial benefit' means a benefit, direct or indirect, which is either money or has a monetary value.
- (3) 'The Students' Union' means 'The University of Southampton Students' Union'.
 - (a) 'Articles', or 'Articles of the Students' Union' mean the Students' Union's Articles of Association. 'Rules' and 'Policies' have the definitions set out in the Articles. 'By-Laws' has the definition set out in the Rules.

23. Declaration

The Members of the Group in General Meeting Adopted this Constitution.

Date: 14/10?2024

Signed on behalf of SUSWO:

Signed by:
Henry Hilder
4625553FDB294E8...

Signed by:
Courtenay Bolt
61A464340CB04CB...